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MEMORANDUM

TO: Human Resource Management Firms

FROM: Sandra M. Cooper, Library Director

DATE: May 31, 2013

SUBJECT: RFP for Personnel Classification & Compensation Study

The Sonoma County Library (Library) seeks proposals from qualified human resource management firms to conduct a comprehensive study of its personnel classification and compensation systems.

The project should result in: updated job descriptions, job classifications, and salary schedules with a recommended benefits package commensurate with labor markets; identification of labor markets that include both public and private sectors as appropriate for specific positions; and an evaluation of the horizontal and vertical salary structure of the existing system with recommendations to achieve internal and external parity and equity.

The Library is seeking to retain a consultant team capable of providing the desired services. Human Resources Management firms with backgrounds in similar studies for public agencies, particularly those with experience that included public library staff, are encouraged to respond to the Request for Proposal.

The full Request for Proposals will be distributed beginning Monday, June 3, at Noon. Copies may be obtained by email RFP@sonoma.lib.ca.us or calling Rebecca Forth at 707-545-0831 ext. 1553.

Final proposals are due July 3, with an opportunity to submit questions by June 14, 2013. The project will begin in late August or early September.